



NC PBIS Data Manual

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Public Schools of North Carolina
State Board of Education | Department of Public Instruction

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*Information about starred items will be provided during the initial 2012-13 school year.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The full text can be found at this website:

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Family Policy Compliance Office (FPCO) Home

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Refer to the website if specific information about the rights of parents or eligible students is needed.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Users of the NC PBIS Data Management System must agree to the [Terms of Use](#) (found in Appendix A), which includes maintaining confidentiality of student records.

Section 1:

Rationale for Data Collection and Use

History and Purpose

North Carolina has been implementing Positive Behavior Intervention and Support (PBIS) since the 2000-2001 school year. More than 1000 public Elementary, Middle, and High Schools (including Charter Schools) have been trained in PBIS. There are a variety of data that have been useful in evaluating the effectiveness of PBIS at individual schools with a positive impact on students, teachers, and schools.

In an effort to gain information on the effectiveness of PBIS statewide, the North Carolina PBIS Initiative (NC PBIS) developed this manual to provide guidance and support for statewide data collection and use. Improving the data collection process benefits all schools. It will afford North Carolina a better opportunity to determine the factors that make implementation most effective; thereby improving the PBIS development process in years to come. Further, it will allow North Carolina to continue to demonstrate the need for statewide support of PBIS practices.

During the 2012-13 school year, NC PBIS introduced the North Carolina PBIS Data Management System, an on-line database for entering, accessing, and reporting both implementation and outcome data related to PBIS implementation. This manual is a revision of the former PBIS Data Manual constructed to include relevant information about the use of the new PBIS Data Management System.

Manual Organization

This manual is organized into eight sections:

1. Rationale for Data Collection and Use
2. Accessing the NC PBIS Data Management System
3. School Data Users
4. LEA Data Users
5. Regional Data Users
6. DPI Data Users
7. DPI Administration
8. Team Initiated Problem-Solving (TIPS)

Sections 3-6 will outline all of the features of the PBIS Data Management System available to that particular level of user. Section 8 will discuss how teams use data within a problem-solving process.

This manual is intended to be a reference to meet school systems' needs on a variety of different levels. Data collection and reports are available within the data management system for schools just beginning the process as well as those in advanced stages of implementation. Given the NC PBIS Data Management System is a new data resource for the state, school and district users should consult with their regional coordinator for information about the most important data collection and reporting strategies to use given their schools' level of implementation.

The desired outcomes for this manual are as follows:

- To provide schools with clear guidelines for school-wide data collection, use, and submission;
- To provide clear guidance for using the NC PBIS Data Management System;
- To give teams the rationale for collecting different types of data to share with staff and community;
- To provide support to a variety of data users (school, LEA, regional, DPI)
- To provide tools for advanced data collection for universal screenings, small groups of students, and individuals; and
- To support training efforts on statewide data collection to improve implementation of PBIS.

Section 2:

Accessing the

NC PBIS Data

Management

System

2.1 NCID

The first step in setting up access to the PBIS Data Management System is establishing a user name and password. The specific type of user name and password needed is referred to as an NCID. NCID is a service provided by the Office of Information Technology Services to provide identity management and access control. The NC PBIS Data Management System requires all users to have an NCID in order to login to the system.

Many school and district staff members already have established active NCID user accounts because NCID is used to provide access to multiple statewide online applications. If you already have an NCID username and password you can proceed to the next section and submit a request for access to the NC PBIS Database. If you do not have an NCID you will need to obtain one following the procedures established by your LEA. If you are an LEA PBIS coordinator please work with the NCID Administrator for your LEA to determine the best way to create credentials for yourself and your School Users. Your LEA NCID Administrator may ask that you provide a list of all the individuals that need NCID access. A list of LEA Administrators for NCID is located at <https://www.ncid.its.state.nc.us/LEAListing.asp>. If you are a school level user who needs an NCID account, please contact your LEA PBIS coordinator to determine the appropriate procedure for obtaining an NCID.

General information about NCID can be found at <http://dpi.state.nc.us/ncid/>

Note: Links to information about setting up an NCID account are also available on the NC PBIS Data Management System login page (<https://schools.nc.gov/pbis>) by selecting the radio button beside “I do not have a valid NCID account.”

2.2 Requesting User Access

The NC PBIS Data Management system has multiple levels of users who can enter and access relevant data (See User Roles for additional information). Access for each user will be managed by the user level above the requesting user. In other words, School User access is managed by the relevant LEA User, and LEA User access is managed by the relevant Regional User.

After the user has established an active NCID, they will then follow the link to the NC PBIS Data Management System website to request access and select the appropriate user level (school, LEA, Regional). Users will not be able to access the site until their request for access has been approved. An email notification will be sent to the user notifying them of the approval of the request for access.

Steps for requesting access to NC PBIS Data Management System

1. Open the NC PBIS Data Management System login page (<https://schools.nc.gov/pbis>).
2. Click the radio button beside “I have a valid NCID account.”
3. Read the terms of use and confirm that you agree to the terms of use.

4. Type your NCID user name and password then click login.
5. Your screen will show that you must request access.
6. Select the appropriate access level (School for School Users, LEA for LEA Coordinators, Charter for Charter Schools, Regional for Regional Coordinators, DPI Data User for DPI staff requiring statewide access). Add an email address and phone number where you can be reached should we have any questions about your access request.
7. An email notification will be sent to you at the address you specified to indicate that your request has been received.
8. You will receive a second email when your request for access has been approved. If we are unable to approve your request with the information you have provided, you will be contacted by the person responsible for approving your request.
9. Once your request for access has been approved, follow the link in Step 1 to return to the NC PBIS Data Management System. Log in with your NCID. Review the information in Sections 3-6 for more information about the features associated with each user role.

2.3 User Roles

The NC PBIS Data Management System is set up with multiple layers of users. The system provides meaningful access to data to support school teams, district coordinators, and regional coordinators. In addition, PBIS leaders within the Department of Public Instruction are able to access and administer the data management system.

The following is the list of NC PBIS Data Management System User Roles:

- School Users (see [Section 3](#))
- LEA Users (see [Section 4](#))
- Charter Users (see [Section 3](#))
- Regional Users (see [Section 5](#))
- DPI Data Users (see [Section 6](#))
- DPI Admin Users (see [Section 7](#))

2.4 Basic Use

The NC PBIS Data Management System is designed to provide a place for NC PBIS teams at all levels to store and access data needed to evaluate and improve PBIS implementation. The system has several features that will allow users to easily access and navigate the system. To get started, users will need to know how to log in and out of the system, how to use basic navigational features, and how to provide feedback about the system.

2.4.1 Login/Logout

Logging In

1. Please review the steps for requesting an NCID (Section 2.1) and Requesting Access (Section 2.2) to ensure that you have a proper login user name and that your request for access has been approved.
2. Open the following link for the NC PBIS Data Management System:
<https://schools.nc.gov/pbis>
3. Type your NCID user name and password in the required login boxes.
4. On your first login, read and confirm that you agree to the terms of use.
5. After successful login, users are automatically directed to the Main Menu Screen.
Additional navigational tabs are visible based on the user's approved role.

Note: If you mis-type your username or password and receive an error message, you will need to reload the login page. Due to a built-in security feature of the system, just clicking the back button will not allow you to login. To reload the page, re-type the url <https://schools.nc.gov/pbis>

Bookmarking the NC PBIS Data Management System

If you choose to bookmark the NC PBIS Data Management System in your web browser, the URL associated with the bookmark must read <https://schools.nc.gov/pbis> only, or the security features of the system will prevent you from logging in successfully. For most browsers, you will need to manually edit the bookmark, as the automatic bookmarking feature will store a unique identifier that will prevent a successful login using that bookmark in the future.

Logging Out

1. The far left navigational tab reads "Log out."
2. Click on the tab to log out of the NC PBIS Data Management System.
3. For added security, close your browser.

2.4.2 Navigation*

The NC PBIS Data Management System offers two approaches to navigation. The first includes the Navigational Tabs located at the top of the screen from left to right. These tabs are specific to each of the user roles and represent the broad tasks and topics accessible through the NC PBIS Data Management System. In other words, school level users view only Navigational Tabs related to school use, while LEA Users may view additional tabs related to LEA activities. User views have been constructed to account for the types of data entry tasks and reports available for each role. For more information about the Navigational Tabs related to various user levels, please refer to Sections 3-7 of this manual.

The second navigational feature is the Menu for each of the Navigational Tabs. After selecting a Navigational Tab, the Menu for that Tab will be displayed on the left side of the screen with all of the relevant features for that specific topic. The Menus generally have broad headings for features and then links to very specific features available related to that topic. For example, the broad Menu title might read “School Menu- View/Add/Update Data” and then the sub-menu listing would include the specific items in which schools can engage in viewing and changing data, such as the “Implementation Inventory” or the “Action Plan” for the school.

Navigational Tabs are always present at the top of the screen. This feature allows users to easily navigate across the various features of the system. The Menus are only displayed for the specific Navigational Tab that has been selected.

2.4.3 How to Filter, Sort, and Download Data*

Many static reports are available on the Reports Navigational Tab that do not require users to filter, sort, or download data. These reports allow limited selection of features but are ready-to-use summaries of data.

Users interested in filtering, sorting, and downloading data should look for the following navigational box on any sub-menu screen:



When this tool bar is available, users can select appropriate data analyses actions. These analyses are formatted for use with a spreadsheet such as Excel.

The magnifying glass icon with the drop down list provides a list of available column headings. This allows users to specify the column heading for their data search.

The blank text box allows users to type in a particular word or phrase to search within the data file. This allows users to search a large data file for specific word or words within the data file. After typing the selected text then click Go.

The Actions button allows users to choose from a specific list of data analysis features. Actions that users can choose from include:

Select Columns

Used to modify the columns displayed. The columns on the right are currently displayed on the screen. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.

Filter

Focuses the report by adding or modifying the `WHERE` clause on the query. You can filter on a column or by row.

If you filter by column, select a column (it does not need to be one that is currently displayed), select a standard Oracle operator (`=`, `!=`, `not in`, `between`), and enter an expression to compare against. Expressions are case sensitive. Use `%` as a wild card (for example, `STATE_NAME like A%`).

If you filter by row, you can create complex `WHERE` clauses using column aliases and any Oracle functions or operators (for example, `G = 'VA' or G = 'CT'`, where `G` is the alias for `CUSTOMER_STATE`).

Rows Per Page

Sets the number of records to display on the screen at one time.

Format

Format enables you to customize the display of the report. Format contains the following submenu:

- Sort
- Control Break
- Highlight
- Compute
- Aggregate
- Group By

Sort

Used to identify the columns used to sort data and determines whether to sort in ascending or descending order. You can also specify how to handle `NULLs`. The default setting always displays `NULLs` last or always displays them first. The resulting sort displays to the right of existing column headings in the report.

Control Break

Used to create a break in one or several columns. This pulls the columns out of the interactive report and displays them as a master record.

Highlight

Enables you to define a filter. The rows that meet the filter criteria are highlighted using the characteristics associated with the filter. Options include:

- **Name** used only for display.
- **Sequence** identifies the sequence in which the rules are evaluated.
- **Enabled** identifies if a rule is enabled or disabled.
- **Highlight Type** identifies whether the row or cell should be highlighted. If `Cell` is selected, the column referenced in the Highlight Condition is highlighted.
- **Background Color** is the new color for the background of the highlighted area.

- **Text Color** is the new color for the text in the highlighted area.
- **Highlight Condition** defines your filter condition.

Compute

Enables you to add computed columns to your report. These can be mathematical computations (for example, `NBR_HOURS/24`) or standard Oracle functions applied to existing columns. Some display as examples and others (such as `TO_DATE`) can also be used). Options include:

- **Computation** enables you to select a previously defined computation to edit.
- **Column Heading** is the column heading for the new column.
- **Format Mask** is an Oracle format mask to be applied against the column (for example, `S9999`).
- **Computation** is the computation to be performed. Within the computation, columns are referenced using the aliases displayed.

Below computation, the columns in your query display with their associated alias. Clicking on the column name or alias includes them in the Computation. Next to Columns is a keypad. This keypad functions as a shortcut to commonly used keys. On the far right are Functions.

The following example computation demonstrates how to display total compensation:

```
CASE WHEN A = 'SALES' THEN B + C ELSE B END
```

(where A is ORGANIZATION, B is SALARY and C is COMMISSION)

Aggregate

Aggregates are mathematical computations performed against a column. Aggregates display after each control break and at the end of the report within the column they are defined. Options include:

- **Aggregation** enables you to select a previously defined aggregation to edit.
- **Function** is the function to be performed (for example, `SUM`, `MIN`).
- **Column** is used to select the column to apply the mathematical function to. Only numeric columns display.

Group By

You can define one Group By report per saved report. Once defined, you can switch between the group by and report views using links below the Search bar. To create a Group By report, you select:

- the columns on which to group (up to 3 columns can be selected)
- the columns to aggregate along with the function to be performed (average, sum, count, etc.)
- the columns to use for sorting (up to 3 columns can be selected along with direction and null sorting options)

Flashback

A flashback query enables you to view the data as it existed at a previous point in time. The default amount of time that you can flashback is 3 hours (or 180 minutes) but the actual amount will differ for each database.

Reset

Resets the report back to the default settings, removing any customizations that you have made.

Help

Provides a pop-up box with helpful information and guidance

Download

Enables the current result set to be downloaded. The download formats differ depending upon your installation and report definition but may include CSV, HTML, Email, XLS, PDF, or RTF.

To download into Excel

- Click on download.
- Select the Excel file format

A pop up window will appear to provide options for saving the document on your computer.

Note: Data available in the NC PBIS Data Management System originates from multiple sources. Some data enters the system directly when PBIS users complete data reporting in the system (i.e. SET, Individual Interventions Data, etc), while other data enters the system from other data systems at DPI (ODRs from NCWISE/PowerSchool, Percent Proficient from Accountability reports, etc). Users not finding expected data will need to consider the source of the data and associated reporting timelines. Data that is included in the NC PBIS Data Management System from other DPI sources is subject to release dates of those sources. For example, some data is not released until it has been presented to the State Board of Education, and would not be available until that time. If the NC PBIS Data Management System is the authoritative source of the data, reporting will be dependent on the entry of data into the NC PBIS Data Management System.

2.5 Providing Feedback

To ensure that the NC PBIS Data Management System continues to meet the needs of PBIS Implementers in North Carolina, the system is designed to allow for continuous monitoring of problems and on-going feedback about the functionality of the system.

2.5.1 Report a Problem

To report any problems with the NC PBIS Data Management System click on the following hyperlink or type this URL into your browser's address bar:

<https://docs.google.com/spreadsheet/viewform?formkey=dGZQRW9LMUtZQmY0Y2JpNHh2OWhkRFE6MQ>

2.5.2 Suggest an Improvement

An online form has been created to capture suggestions from users for possible improvements to the NC PBIS Data Management System. This tool is designed to get users an opportunity to provide immediate feedback about features of the system that could be modified to be more effective and efficient for users. There is no limit to the number of suggestions users can make, but users are asked to submit each idea separately. This form gives users to provide on-going feedback throughout the year. To submit a suggestion click on the following hyperlink or type this URL into your browser's address bar:

https://docs.google.com/forms/d/15vfpSgxN8U7LwctxcVnWzntOQP2dStWshnSb6r_SoJg/viewform

2.5.3 Request Technical Assistance

In general, all users will contact the User Role that manages their access level to request technical assistance with a specific issue. School Users will contact their relevant LEA User and LEA Users will contact their relevant Regional User. Some technical assistance issues might require contacting DPI Users or Administrators, but efforts should be made to address concerns as responsively as possible, and this will most often take place when assistance is provided locally by the relevant LEA or Regional Users with knowledge of the user accounts.

2.5.4 Complete Year-end Survey*

To provide helpful information about the utility and effectiveness of the PBIS Data Management System, users will be asked to complete a survey at the end of the year. This data will help to ensure that PBIS Data Management System Supports are meaningful and relevant for all users. This survey will be available at the end of the school year. Registered users of the NC PBIS Data Management System will be sent a link to complete the survey at the email address they provided when they requested access to the system.

Section 3:

School Data Users

3.1 School Menu

The School Menu contains links to screens where School Users will be able to input and view data about PBIS implementation at their school.

3.1.1 Team Information*

The Team Information link takes the user to an interactive report that lists schools participating in PBIS in North Carolina. Contact information for the school and for the team facilitator and in-school coach is also provided to facilitate networking among implementing schools. From the interactive report screen, a School User can click “add new facilitator and coach” to add a new team information record for his/her school. On that screen, the user must select their LEA and school name and provide the names of the PBIS team facilitator and In-school coach. Users are also requested to add contact information for the facilitator and in-school coach. To save the information, the user must click the “create” button before leaving the screen. Users needing to edit team information should click the edit/view button to the left of the record (row) of their school’s information. Users will only be able to edit team information in their domain.

3.1.2 Implementation Inventory Online (IIO)*

The purpose of the Implementation Inventory Online (IIO) is to help PBIS teams assess current implementation and pinpoint areas for continued work. It also allows the team to build an efficient action plan based on areas of need. The IIO provides scale scores for School-wide, Secondary, and Tertiary, Systems, Data, and Practices implementation. Subscale scores for each area (e.g. Secondary Practices) are also available.

Conducting the IIO:

All items on the Implementation Inventory are scored by the school PBIS team with 0, 1, or 2 respectively indicating “Not In Place,” “Partially In Place,” or “In place.” This instrument is designed to be completed annually in accordance with LEA or State timelines, although some schools choose to complete the IIO twice yearly.

Entering Data from the IIO:

When the School User clicks on the link to the implementation inventory from the School Menu, the user will be taken to the Implementation Inventory Report page. Any IIOs that have previously been entered in the NC PBIS Data Management System will show up on this page, along with a graph of the levels of each IIO completed and submitted.

Clicking on the “Create A New Implementation Inventory Record” button will take the user to the Implementation Inventory Form page, where the user will verify LEA and school information, add the name of the person completing the form, and the date (the default is the current day’s date, but records

can be recorded from previous dates in the same school year). Once this information has been entered, the user will click “Create Implementation Inventory Record,” and begin to record the individual item scores as rated by the team.

To Enter and Submit IIO Data:

1. From the School Menu Tab, click the “Implementation Inventory” link to go to the Implementation Inventory Report page. The user’s LEA and school name will appear on the page along with any a summary of any previously completed IIO records.
2. To enter a new IIO, click on “Create a New Implementation Inventory Record.” On the screen titled “Implementation Inventory Form” verify the LEA and school, add the name of the person completing the form, and record the date the IIO was completed (the default date is the current day, but can be changed to a previous date if the IIO was completed by the team on a previous date). Click “Create Implementation Inventory Record”
3. Enter IIO item scores by clicking in the radio button to the left of the score determined by the school PBIS team (0 = not yet in place, 1 = partially in place, or 2 = in place). Users can save the responses they have entered at any time by clicking any “apply changes” button (scattered throughout the page) to save the scores entered so far.
4. If you wish to exit the screen without creating any record at all, click the “delete” button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.
5. Once you have entered all of the item scores, click “apply changes and view updated totals” to save data and display the subscale totals. Totals will not be displayed for any subscale with a missing item score.
6. To calculate final totals once data has been entered for each item, click “Calculate and Save” in Step 1 at the bottom of the page.
7. The PBIS Data Management System allows users to save reports that are incomplete so that they might return to the report at a later time. Users should review data for accuracy. When the user has verified that data is complete and accurate, the user should complete the final submit, by clicking the radio button to the left of “yes” indicating the data is ready for the final submit, then click the “Save” button (final submit cannot be completed unless each item contains a score). Data is not considered final for data requirements until the user completes the final submit process.
8. Click “return to School IIO report” button to return the screen that shows IIO records for your school.

To Edit or Delete Incomplete/Unsubmitted IIO Data:

1. From the School Menu Tab, click the “Implementation Inventory” link.
2. The user’s LEA and school name will appear on the page along with any a summary of any previously completed IIO records. Any IIO records that have been completed previously will be displayed on this screen.

3. Click “edit” to the left of any record to view the item scores, and make any changes. The Edit button will continue to show up even after the final submit has been completed, and the user will be able to view the individual item scores, but not make any changes.
4. Once data is complete, follow steps 5-8 above (in [To Enter and Submit IIO Data](#)) to save changes and complete the data submission process.
5. To delete the incomplete or unsubmitted record, click the “delete” button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.

To View Submitted IIO Item scores:

1. From the School Menu Tab, click the “Implementation Inventory” link.
2. The user’s LEA and school name will appear on the page along with any a summary of any previously completed IIO records. Any IIO records that have been completed previously will be displayed on this screen.
3. Click “edit” to the left of any record to view the item scores. The Edit button will continue to show up even after the final submit has been completed, and the user will be able to view the individual item scores, but not make any changes.

Note: Once the final submit process has been completed, data can no longer be modified. If a circumstance should arise where a finalized record must be deleted the user must contact the DPI Administrator for the NC PBIS Data Management System.

Reviewing submitted IIO Data:

School Users can enter IIO data for their school and review all IIO data submitted by their school. IIO summary data also appears on the School Year-To-Date Report on the Reports Menu tab. IIO scores will also be pre-populated in the School Recognition Application, if the school chooses to apply for recognition.

Using Data from the IIO for decision-making:

IIO data is one of the primary pieces of implementation data school teams use to monitor PBIS implementation and guide action-planning and TIPS-based problem-solving. Generally, IIO subscale scores are the most useful place to begin when action planning and schools should work to address any area scoring below 80%. If multiple areas are below 80% or the school is just beginning implementation, priority should be given to universal/school-wide data, systems, and practices. For more information about using IIO data to problem-solve and plan, schools should contact their LEA PBIS Coordinator.

3.1.3 Action Plan*

An action plan is an essential component of successful PBIS implementation. Teams are encouraged to utilize data to develop on-going action steps for achieving both short and long term goals. The PBIS Data Management System has the capacity to store PBIS team action plan documents. These documents can be uploaded by selecting the School Menu and then following the link titled Action Plan.

1. Select School Menu
2. Follow the Action Plan link
3. Select Upload New Action Plan
4. Follow the steps to select the action plan document to upload

Action plans that have been submitted into the PBIS Data Management System are available for review by school, LEA, Regional, and DPI users for schools and LEAs in their domain.

3.1.4 Universal Behavior Screener >>> (Sub-Menu)

3.1.4.1 View All Universal Behavior Assessments in Current and Prior School Year

3.1.4.2 ADD/Review Student Universal Behavioral Assessment In Current And Prior School Year

3.1.4.3 View/Edit (for Existing Date) Student(s) Behavioral Assessment Tracking Guide

3.1.4.4 Add (for New Date) Student(s) Behavioral Assessment Tracking Guide

3.1.4.5 Delete Student Scores for a Specific Student from Behavioral Assessment Tracking Guide

3.1.5 Secondary/Tertiary Data >>> (Sub-Menu)

3.1.5.1 Add Student Records into PBIS

3.1.5.2 Detailed Report of Students added to PBIS (Also Use to show Pupil #s no longer in the School)

3.1.5.3 Add/Review Student Intervention for existing PBIS Students - Or change Active status

3.1.5.4 Review Student Interventions for existing PBIS Students * (this may take a moment)**

3.1.5.5 Check-In/Check-Out (CICO)

3.1.5.6 Check-In/Check-Out (CICO) Interactive Report

3.1.5.7 Small Groups

3.1.5.8 Mentoring

3.1.5.8 Individual Intervention Plan

3.1.6 Positive Acknowledgement Tracking

3.1.7 Request Training

3.1.8 Recognition Application*

Annually, schools meeting implementation requirements can apply for PBIS Recognition. All schools applying for recognition are required to document an active PBIS team, administrator participation, an

in-school coach and submission of data requirements. Three levels of recognition are available to be earned: Green ribbon, Model, and Exemplar. Green Ribbon schools have completed Module I team training and begun PBIS implementation. They have attained at least a Level I on the Implementation Inventory and 80% total on the SET. Model schools have completed all of the requirements for Green Ribbon and have completed Module 2 training. They have also achieved a Level 2 on the Implementation Inventory and 90% total SET score. Exemplar schools have completed requirements for Green Ribbon and Banner schools and have completed all three team training Modules. They have scored a Level 3 or higher on the Implementation Inventory and 95% total on the SET. At least 2 consecutive years of required behavioral, attendance, and academic data shows improvement, and they have documented at least one additional data element that they are tracking as a team (e.g. EBS Self – Assessment, Staff retention data, Climate surveys, Referral information for Special Education, Direct Behavior Rating, etc.). Specific recognition requirements are available on the [School Recognition page](#) of the NC PBIS website.

To submit a Recognition application, School Users should click on the Recognition Application link on the School Menu:

1. Select School Menu
2. Follow Recognition Application link
3. Click “Create Annual Recognition Application” button
4. Verify Correct LEA, School Name, School Year, and Date Completed
5. Click the radio button to indicate whether Principal is active in implementation (yes or no), and the level of recognition for which the school is applying (Green Ribbon, Model, or Exemplar), then click “You Must Click this Button to Save and Continue.”
6. Click “Add PBIS Team Members.” Type the Name and Position of one member of your team. Click the add button and type in the name and position of each of your PBIS Team members. When all Team Members have been added, click “Attach Team Members to Recognition Application.”
7. Add the name of the in-school coach and the dates the PBIS Team met during the school year. Meeting dates should be entered in MM/DD/YYYY format and each date should be separated by a comma. A copy of meeting minutes for each documented meeting should be sent to your LEA coach/coordinator, and may be requested by your regional coordinator.
8. IIO and SET data previously entered in the NC PBIS Data Management System will automatically be populated into the form. If IIO and SET have not been previously entered, your partially completed application can be saved by scrolling to the top of the page and clicking the “Apply Changes” button. IIO and SET data must appear in the application for it to be considered complete. The IIO can be completed and entered by the school team, but SET data must be entered by the LEA PBIS Coordinator. School Users with questions about submission of SET scores should contact their LEA Coordinator.
9. If the school is applying for green ribbon or model school recognition, skip to step 10. If exemplar recognition is selected, the “For Exemplar Level Only” section must be completed. The user should check the boxes to indicate which data to satisfy exemplar requirements the

schools is submitting in their exemplar PowerPoint. Next, the user should click the “Browse” button to upload the Exemplar PowerPoint, then click the radio button to indicate that two consecutive years of aggregated data elements have been reported that demonstrate improvement in both behavior and achievement indicators in the exemplar PowerPoint.

10. At any point, the application can be saved by scrolling to the top of the page and clicking “Apply Changes” button.
11. To complete the application, all information in the application should be reviewed for accuracy. The school administrator verifying the information should sign the application by typing his or her name in the box on the application, and click the “apply changes” button.
12. The LEA Coordinator will review the application and complete the process to submit the application to the Regional Coordinator.

3.1.9 Seclusion/Restraint

3.2 Reports

3.2.1 Accountability - Graduation Rate by Subgroup

3.2.2 Accountability - Performance Composite

3.2.3 Accountability - PRC-29 Students That Graduated

3.2.4 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

3.2.5 Accountability - Reading and Math Percent Proficient by School and Subgroup

3.2.6 CECAS - EC Base Data OLTP PRC-29 Students

3.2.7 DROPOUT - Totals by School

3.2.8 NCWISE - Courses by School

3.2.9 NCWISE - Number of School Days per Month

3.2.10 NCWISE - Student Discipline Aggregate

3.2.11 NCWISE - Student Discipline Detail

3.2.12 Partnership Agreement Status/Participating

3.2.13 PBIS - School Monthly Report*

Reduction in office discipline referral data reflects the impact of PBIS implementation. By showing outcomes of reduced incidents of behavior violation and concomitant increased incidents of behavior compliance, schools can expect to see a greater amount of time for focus on academics as well as higher rates of student success. The PBIS- School Monthly Report provides a summary of essential data for evaluating disciplinary outcomes for PBIS teams, and replaces the ODR spreadsheet previously used by school teams to monitor office referral data.

The PBIS School Monthly Report includes the following:

1. ODRs vs. Goals

This chart shows your school's triangle data. The bar on the left shows the percentage of students in your school with 0 or 1 office discipline referrals (ODRs), 2-5 ODRs, and 6 or more ODRs based on the data entered into NCWISE as of the report date. The bar on the right displays the goals for the distribution of ODRs: 80% with 0 or 1 ODRs, 15% with 2-5 ODRs, and 5% with 6 or more office referrals.

2. ODRs/100 students /Day/Month

This chart shows the rate of ODRs per 100 students per school day per month for the current school year.

3. Percentage Of ODRs vs. Enrollment By Ethnicity

This chart compares the percentage of students in each ethnic group and their representation as a percentage of ODRs vs. the percentage of enrollment in that ethnic group. Any discrepancy indicates disproportionate representation in ODRs and further examination is recommended.

4. Referrals By Grade Level

This chart shows the distribution of ODRs by grade level.

5. ODRs By Time Of Day

This chart shows the distribution of ODRs by the time of day of the incident.

6. Referrals By Location

This chart shows the distribution of ODRs by the location where the incident occurred.

7. Referrals By Incident Type: Unacceptable Behavior

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Unacceptable Behavior. The ten most frequently occurring problem behaviors are shown below, but other problem behaviors may also have been documented by your school. If no chart is displayed below, your school does not have documented referrals for this category.

8. Referrals By Incident Type: Reportable Offense

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Reportable Offenses. If no chart is displayed below, your school does not have documented referrals for this category.

9. Referrals By Incident Type: Persistently Dangerous

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Persistently Dangerous. If no chart is displayed below, your school does not have documented referrals for this category.

To access the PBIS School Monthly Report data, click on the link on the reports menu. Confirm that the LEA and School are accurately identified. Because the PBIS School Monthly Report draws data from multiple sources, it may take several minutes to generate the report. The default view of the report shows the data in tables on the screen. To download and save or print a pdf copy of the report that contains graphs of the data click the “view” button on the report screen.

The PBIS- School Monthly Report should be accessed and shared with PBIS team members on a monthly basis for supporting problem-solving activities related to Universal/Core PBIS Implementation.

Note: Data for this report is primarily retrieved from data submitted through NCWise by schools. The quality and accuracy of the data is dependent upon complete and accurate discipline data submission into NCWise. Schools implementing PBIS are expected to enter disciplinary data into NCWise. Users with questions about NCWise should contact their LEA or Regional Coordinator for more information.

3.2.14 PBIS - School Year-To-Date Report*

The PBIS - School Year-To-Data Report provides schools with a data summary that includes Implementation and outcome data. The report is particularly useful at the end of the year to as the team summarizes and plans for the coming year, but the report can be run at any time. Some of the data included, like the performance composite data, is updated annually, while other data points are updated throughout the year as data becomes available.

It will take a minute to generate the report.

School Year-To-Date Report includes the following:

1. ODRs/100 Student/day

This chart displays the rate of Office Discipline Referrals (ODRs) per 100 students per school day.

2. OSS/100 Students

This chart displays the rate of Out-of-School Suspension incidents (OSS) per 100 students.

3. Current IIO

The Implementation Inventory Online (IIO) is a team self-report instrument to assist PBIS teams with evaluating implementation of PBIS at their school. This chart shows the scale scores and the overall IIO level scored.

4. Current SET or BSET

The School-wide Evaluation Tool (SET) and Brief SET (BSET) are evaluations conducted by LEA or Regional PBIS staff. This table shows the subscale and overall scores for the evaluation conducted at your school.

5. Type Of Consequence, # of Events, Days, and Students

This table summarizes consequences reported including In-School Suspensions (ISS), Out-of-School Suspensions (OSS), Long-Term Suspensions, and Expulsions.

6. EOG/ EOC Performance Composite

This graph compares the EOG or EOC performance composite for your school with the state performance composite.

7. Disaggregated Performance Composite

This graph shows the disaggregated performance composites for ethnic groups, economically disadvantaged students (EDS), and students with disabilities (SWD) compared to the performance composite for all students at the school.

To access the PBIS School Year-To-Date Report data, click on the link on the reports menu. Confirm that the LEA and School are accurately identified. Because the PBIS School Year-To-Date Report draws data from multiple sources, it may take several minutes to generate the report. The default view of the report shows the data in tables on the screen. To download and save or print a pdf copy of the report that contains graphs of the data click the “view” button on the report screen.

The PBIS- School Year-To-Date Report can be accessed and shared with PBIS team members throughout the year, but at a minimum should be accessed and utilized annually for reviewing PBIS Implementation practices.

3.2.15 PRC-29 Student Attendance Report

3.2.16 PRC-29 Monthly Report

3.2.17 Title1 Schools

Section 4:

LEA Data Users

4.1 LEA Menu

The LEA menu contains links to screens where LEA Users will be able to input and view data about PBIS implementation within their school district.

4.1.1 LEA ENTER DATA

4.1.1.1 Coach Endorsement Application

4.1.1.2 Trainer Endorsement Application

4.1.1.3 Trainer Report*

Located on the LEA Menu Tab, the Trainer Report allows LEA Users to enter relevant information about trainings provided within the LEA. This information allows the LEA User to organize and track professional development offerings. It also serves as a way to report professional development supported by PRC 118 funds throughout the school year. LEA Users are encouraged to update their trainer report records throughout the year, and must complete all reporting by July 1 to meet PRC 118 reporting requirements.

To create a new Trainer Report record:

1. Click on the LEA Menu Tab
2. Select Trainer Report
3. On the PBIS Trainer Report screen, click on the “create” button.
4. Select the lead trainer’s LEA
5. Select the school year in which the training was completed. School year is displayed as a four digit year. For the 2012-2013 school year, users should select 2013. Training may only be entered for the current or previous school year.
6. Enter the date the report is being entered.
7. Select the Lead Trainer Name from the dropdown list. The list is populated from registered users of the PBIS Data Management System. In the case of a regional training where multiple trainers were responsible for delivery of content, one trainer should be designated as the lead trainer, and should make sure trainer report information is entered accurately. The person selected as the lead trainer will be the only person able to edit the record once it is created. Additional trainers can be listed for reference in the comments box towards the bottom of the page. Lead trainer email and phone number can also be entered.
8. Select the LEA and School name of the school that attended training
9. Select the training attended. If “other” is selected, please provide the title of the training in the comments box
10. Enter the training date(s). If the team attended module 1, 2, or 3, two dates should be entered.
11. Enter the number of team members attending from the school.
12. Enter any additional information in the comments box.

13. If the In-School Coach name and email address is available, select it from the dropdown box.
This item can only be completed if the in-school coach information has been entered by the team in the school team information form on the School Menu.
14. Click the “create” button to save the information as a new trainer report record. If you click “cancel,” no information will be saved.

Once records have been created, a summary of the trainer reports are displayed on the PBIS Trainer Report screen. By default, records are sorted by year, lead trainer LEA, then Trainer name. Once a record has been created, the record may only be edited by the lead trainer or DPI administrator. To edit an existing record, the user may click on the edit link (will only appear for records where the user is listed as the lead trainer) on the far left in the row of the record you wish to edit. This edit link will take the user to a screen where information may be corrected/updated. To save any changes, the user must click “apply changes” button. Clicking on “cancel” will return the user to the trainer report summary screen without saving any changes to the record, and clicking on “delete” will delete the entire record from the system.

4.1.1.4 School-wide Evaluation Tool Survey Form (SET)*

The SET is a research-validated instrument that is designed to assess and evaluate the critical features of school-wide PBIS. The SET is conducted on site by external parties through administrator, staff and student interviews, observation and a review of related documents. The SET results in a score that indicates fidelity of PBIS implementation critical for achieving expected outcomes. The goal is for a school to achieve 80% or higher overall and on each of the SET subscales: expectations defined, behavioral expectations taught, system for rewarding behavioral expectations, system for responding to behavioral violations, monitoring and decision-making, management, and district-level support. Additional information about the SET is available at website for the [OSEP Technical Assistance Center on PBIS](#), including a [copy of the SET](#) and a [SET Implementation Manual](#).

Conducting the SET:

Regional PBIS Coordinators provide training and support to school systems to administer the SET. Regional PBIS Coordinators work with LEA PBIS Coordinators to determine who will conduct the SET. LEA Coordinators should contact their PBIS Regional Coordinator to arrange for SET training. If there is no LEA PBIS Coordinator, groups of In-School Coaches could be trained to conduct the SET at neighboring schools. Coaches should not evaluate their own school.

Entering Data from the SET:

In the past, LEA and Regional Coordinators have entered SET data in PBIS Assessments. The NC PBIS Data Management System now allows North Carolina PBIS Implementers to enter and manage SET data within the state. LEA and Regional Coordinators should enter all SET data into the NC PBIS Data Management System.

To Enter and Submit SET Data:

1. From the LEA Menu Tab, click on School Wide Evaluation Tool Survey Form (SET)

2. Select the appropriate LEA/Charter from the dropdown menu. If any SETs have been completed previously, a summary of the SET records will be displayed on this screen
3. Click “Create New School-wide Evaluation”
4. On the screen titled “School-Wide Evaluation Tool (SET) -- Identifier Information” select the LEA and school from the Dropdown boxes, and enter the date the SET was collected and the name of the person collecting the SET data. Click “You must click this Button to Save and Continue.”
5. Enter SET item scores by clicking in the radio button to the left of the score earned (0, 1, or 2 for most items). At any point, you can click an “apply changes” button (scattered throughout the page) to save the scores you have entered so far.
6. If you wish to exit the screen without creating any record at all, click the “delete” button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.
7. Once you have entered all of the item scores, click “apply changes and view updated totals” to save data and display the subscale totals. No score will be displayed for any subscale with a missing item score.
8. To calculate final totals once data has been entered for each item, click “Calculate and Save” in Step 1 at the bottom of the page.
9. The PBIS Data Management System allows users to save reports that are incomplete so that they might return to the report at a later time. Users should review data for accuracy. When the user has verified that data is complete and accurate, the user should complete the final submit, by clicking the radio button to the left of “yes” indicating the data is ready for the final submit, then click the “Save” button. Data is not considered final for data requirements until the user completes the final submit process.
10. Click “return to LEA report” button to return the screen that shows SET records for your LEA.

To Edit or Delete Incomplete/Unsubmitted SET Data:

1. From the LEA Menu Tab, click on School Wide Evaluation Tool Survey Form (SET)
2. Select the appropriate LEA/Charter from the dropdown menu. Any SET records that have been completed previously will be displayed on this screen.
3. Click “edit” to the left of any record to view the item scores, and make any changes. The Edit button will continue to show up even after the final submit has been completed, and the user will be able to view the individual item scores, but not make any changes.
4. Once data is complete, follow steps 7-10 above (in [To Enter and Submit SET Data](#)) to save changes and complete the data submission process.
5. To delete the incomplete or unsubmitted record, click the “delete” button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.

To View Submitted SET Item scores:

1. From the LEA Menu Tab, click on School Wide Evaluation Tool Survey Form (SET)
2. Select the appropriate LEA/Charter from the dropdown menu. Any SET records that have been completed previously will be displayed on this screen.

3. Click “edit” to the left of any record to view the item scores. The Edit button will continue to show up even after the final submit has been completed, and the user will be able to view the individual item scores, but not make any changes.

Note: Once the final submit process has been completed, data can no longer be modified. If a circumstance should arise where a finalized record presents a serious concern/must be deleted, the user must contact the DPI Administrator for the NC PBIS Data Management System.

Reviewing submitted SET Data:

LEA Users can enter SET data for schools and review all SET data submissions within the LEA. Once the LEA coordinator completes and enters SET data for a school, the school can review their SET scores in the NC PBIS Data Management System on the School Year-To-Date Report. SET scores will also be pre-populated in the School Recognition Application, if the school chooses to apply for recognition. LEA coordinators can see SET summary information on the SET summary screen by clicking the SET link on the LEA Menu, or can view SET alongside other summary data on the PBIS Summary Report from the Reports Menu tab, and in any recognition applications submitted by the schools in his/her LEA for review (available from the recognition applications link on the LEA Menu).

Using Data from the SET for decision-making:

LEA coordinators should work with school teams to ensure understanding of how to use SET data for assessment and action-planning. Schools may find it helpful to receive a separate, detailed written report with recommendations based on the SET data, particularly in their first few years of implementation (a template is available from your Regional PBIS coordinator). Other LEA coordinators might choose to provide training for in-school coaches about interpreting and using SET data as part of annual action planning and TIPS-based problem-solving. Generally, SET scale scores are the most useful place to begin when action planning and schools should work to address any area scoring below 80%. If multiple areas are below 80% or the school is just beginning implementation, priority should be given to establishing and teaching behavioral expectations and improving team functioning.

4.1.1.5 Brief School Evaluation Tool (BSET)

4.1.1.6 Implementation Inventory Online (IIO)*

The purpose of the Implementation Inventory Online (IIO) is to help PBIS teams assess current implementation and pinpoint areas for continued work. It also allows the team to build an efficient action plan based on areas of need. The IIO provides scale scores for School-wide, Secondary, and Tertiary, Systems, Data, and Practices implementation. Subscale scores for each area (e.g. Secondary Practices) are also available.

Conducting the IIO:

All items on the Implementation Inventory are scored by the school PBIS team with either 0, 1, or 2 respectively indicating “Not In Place,” “Partially In Place,” or “In place.” This instrument is designed to be completed annually in accordance with LEA or State timelines, although some schools choose to complete the IIO twice yearly.

Entering Data from the IIO:

When the School User clicks on the link to the implementation inventory from the School Menu, the user will be taken to the Implementation Inventory Report page. Any IIOs that have previously been entered in the NC PBIS Data Management System will show up on this page, along with a graph of the levels of each IIO completed and submitted.

For the LEA User, the Implementation Inventory functions have been split into two links on the LEA Menu: one to view IIOs of schools in the user's LEA that have been finalized and submitted, and a second link providing the LEA User the ability to create or edit saved but incomplete IIOs. Clicking on the on the "IIO – Report" link will navigate the user to the report page that summarizes IIO scores; "IIO - Create New IIO Record" link will take the user to the Implementation Inventory Form page, where information can be edited.

To Enter and Submit IIO Data:

1. From the School Menu Tab, click the "Implementation Inventory" link – or – From the LEA Menu Tab, click the "Implementation Inventory Online IIO – Create New IIO Record" link.
2. The user's LEA will be displayed on the page. Select the appropriate School from the dropdown menu on the "Implementation Inventory Report" screen. If any IIOs have been completed previously, a summary of the IIO records will be displayed on this screen. To enter a new IIO, click on "Create a New Implementation Inventory Record."
3. On the screen titled "Implementation Inventory Form" verify the LEA and school, add the name of the person completing the form, and record the date the IIO was completed (the default date is the current day, but can be changed to a previous date if the IIO was completed by the team on a previous date). Click "Create Implementation Inventory Record"
4. Enter IIO item scores by clicking in the radio button to the left of the score determined by the school PBIS team (0 = not yet in place, 1 = partially in place, or 2 = in place). Users can save the responses they have entered at any time by clicking any "apply changes" button (scattered throughout the page) to save the scores entered so far.
5. If you wish to exit the screen without creating any record at all, click the "delete" button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.
6. Once you have entered all of the item scores, click "apply changes and view updated totals" to save data and display the subscale totals. Totals will not be displayed for any subscale with a missing item score.
7. To calculate final totals once data has been entered for each item, click "Calculate and Save" in Step 1 at the bottom of the page.
8. The PBIS Data Management System allows users to save reports that are incomplete so that they might return to the report at a later time. Users should review data for accuracy. When the user has verified that data is complete and accurate, the user should complete the final submit, by clicking the radio button to the left of "yes" indicating the data is ready for the final submit, then click the "Save" button (final submit cannot be completed unless each item contains a

score). Data is not considered final for data requirements until the user completes the final submit process.

9. Click “return to School IIO report” button to return the screen that shows IIO records for your school.

To Edit or Delete Incomplete/Unsubmitted IIO Data:

1. From the School Menu Tab, click the “Implementation Inventory” link – or – From the LEA Menu Tab, click the “Implementation Inventory Online (IIO) – Create New IIO Record” link.
2. The user’s LEA will be displayed on screen. Select the appropriate School from the dropdown menu. Any IIO records that have been completed previously will be displayed on this screen. Note the status of the IIO displayed. Only IIOs with a final submit status of “no” can be edited.
3. Click “edit” to the left of any record to view the item scores, and make any changes. The Edit button will continue to show up even after the final submit has been completed, and the user will be able to view the individual item scores, but not make any changes.
4. Once data is complete, follow steps 6-9 above (in [To Enter and Submit IIO Data](#)) to save changes and complete the data submission process.
5. To delete the incomplete or unsubmitted record, click the “delete” button to exit. You will be asked to confirm the delete action. To continue and delete the record you have started, click Ok.

To View Submitted IIO Item scores:

1. From the LEA Menu Tab, click the “Implementation Inventory Online (IIO) - Report” link.
2. The user's LEA will be displayed. Select the appropriate school from the dropdown menu. Any IIO records that have been completed and submitted previously will be displayed on this screen. IIO records that have not been submitted will not be displayed on this report.
3. Click “edit/view” to the left of any record to view the item scores. Please note the user will be able to view the individual item scores, but not make any changes.

Note: Once the final submit process has been completed, data can no longer be modified. If a circumstance should arise where a finalized record must be deleted the user must contact the DPI Administrator for the NC PBIS Data Management System.

Reviewing submitted IIO Data:

School Users can enter IIO data for their school and review all IIO data submitted by their school. IIO summary data also appears on the School Year-To-Date Report on the Reports Menu tab. IIO scores will also be pre-populated in the School Recognition Application, if the school chooses to apply for recognition. LEA coordinators can see IIO summary information on the IIO report screen by clicking the IIO link on the LEA Menu, or can view IIO alongside other summary data on the PBIS Summary Report from the Reports Menu tab, and in any recognition applications submitted by the schools in his/her LEA for review (available from the recognition applications link on the LEA Menu).

Using Data from the IIO for decision-making:

IIO data is one of the primary pieces of implementation data school teams use to monitor PBIS implementation and guide action-planning and TIPS-based problem-solving. Generally, IIO subscale scores are the most useful place to begin when action planning and schools should work to address any area scoring below 80%. If multiple areas are below 80% or the school is just beginning implementation, priority should be given to universal/school-wide data, systems, and practices. For more information about using IIO data to problem-solve and plan, schools should contact their LEA PBIS Coordinator. LEA coordinators should work with school teams to ensure understanding of how to use IIO data for assessment and action-planning. Schools may specific support and recommendations based on the IIO data, particularly in their first few years of implementation. LEA coordinators might choose to provide training for in-school coaches about interpreting and using IIO data as part of annual action planning and TIPS-based problem-solving. Generally, IIO scale scores are the most useful place to begin when action planning and schools should work to address any area scoring below 80%. If multiple areas are below 80% or the school is just beginning implementation, priority should be given to universal/school-wide data, systems, and practices.

4.1.1.7 Coaching Log

4.1.1.8 LEA Planning

4.1.1.9 Action Plan

4.1.2 LEA REVIEW/RELEASE*

One of the goals of the NC PBIS Data Management System is to streamline processes for communication, requests, and data submission. The LEA Review/Release section of the LEA Menu tab provides links to data and requests submitted by schools for their review, and sometimes, approval. In this section of the menu, LEA Users will be able to view the current PBIS status of schools in their LEA, manage training coordination by seeing training requests submitted by schools, and review and digitally sign recognition applications submitted by their schools.

4.1.2.1 Partnership Agreement Status/Participating in PBIS Initiative

By following the “Partnership Agreement Status/Participating in PBIS Initiative” link, an LEA User can view the PBIS status of the schools in his/her LEA. This interactive report lists whether the [PBIS Partnership Agreement](#) has been received by the Regional Coordinator, whether the school meets PBIS trained criteria, and/or whether the school meets PBIS implementation criteria. The report also lists the date of the last update as well as the person performing the last update.

4.1.2.2 Request Training*

The NC PBIS Data Management System allows School Users to submit a request for training. The site then allows the LEA Users to review the requests and determine appropriate responses. This information is located on the LEA Tab under the LEA Review/ Release Heading.

Once a school team has requested training through the NC PBIS Data Management System, LEA Users will see this request appear on the PBIS Request Training Detailed Report, accessed by clicking on the “Request Training” link. The report lists the school name, the status of the training request, the date of the request, and the type of PBIS training requested. A summary of the data submitted in support of the request is also listed on this screen. To view details of the request, LEA Users can click on the edit button beside the school request record. Clicking “edit” will take the LEA User to the PBIS Request Training Form. The information displayed on the screen is dependent on the training the school has requested, and is based on the data recommendations for each training. When schools request Module 1 training, the following prerequisites are displayed (completed/returned working Agreement, overview for staff, 80% faculty agreement, pre-implementation data collected). If the school has requested Module 2 or 3, the most recent IIO and SET or BSET scores and dates, along with an indication of whether the school has a current Action Plan. LEA coordinators will review the schools training request and determine next steps. The LEA coordinator can add a message in the text box on the page, and should then choose the appropriate status. When the school submits the request, the default status is “waiting for approval.” The other status options are “approved” or “declined.” Once the LEA Coordinator has updated the training request, he/she should click the “Apply Changes” button. Once the changes have been saved, the School User will also be able to view the changes the LEA or Regional Coordinator has saved. This feature of the system supports LEA Users with managing training needs within the LEA.

4.1.2.3 Recognition Application

Annually, schools meeting implementation requirements can apply for PBIS Recognition. All schools applying for recognition are required to document an active PBIS team, administrator participation, an in-school coach and submission of data requirements. Three levels of recognition are available to be earned: Green ribbon, Model, and Exemplar. Green Ribbon schools have completed Module 1 team training and begun PBIS implementation. They have attained at least a Level 1 on the Implementation Inventory and 80% total on the SET. Model schools have completed all of the requirements for Green Ribbon and have completed Module 2 training. They have also achieved a Level 2 on the Implementation Inventory and 90% total SET score. Exemplar schools have completed requirements for Green Ribbon and Banner schools and have completed all three team training Modules. They have scored a Level 3 or higher on the Implementation Inventory and 95% total on the SET. At least 2 consecutive years of required behavioral, attendance, and academic data shows improvement, and they have documented at least one additional data element that they are tracking as a team (e.g. EBS Self – Assessment, Staff retention data, Climate surveys, Referral information for Special Education, Direct Behavior Rating, etc.). Specific recognition requirements are available on the [School Recognition page](#) of the NC PBIS website.

To begin a Recognition application, School Users will click on the Recognition Application link on the School Menu. Details for the School User about submitting are available in the [School User – Recognition Application in Section 3](#). Once the School User has saved the completed application with the school administrator’s signature, the LEA User will be responsible for reviewing/verifying the application and completing the final submit process.

1. From the LEA Menu, click the “Recognition Application” link to go to the Recognition Application Interactive report.
2. By default, all schools in the user’s LEA that have created a recognition application in the current school year will be listed in rows on the report screen, with the status of the application, the level of recognition they are applying for, IIO and SET data, and Exemplar PowerPoint , if applicable. To view one school at a time, select the school name from the dropdown list at the top of the page. Users can also use the column headings to sort schools by name, etc.
3. To review and verify application details, click the “Edit” button beside one of the school records.
4. On the Annual Recognition Application – Identification screen verify Correct LEA, School Name, School Year, and Date Completed.
5. Verify the school’s selections indicating whether Principal is active in implementation (yes or no), and the level of recognition for which the school is applying (Green Ribbon, Model, or Exemplar).
6. Verify the PBIS Team Member names and positions, Name of In-School Coach.
7. Verify Dates PBIS Team met during the school year, based on copies of meeting minutes received from each team. Schools are instructed in their section to send of copy of meeting minutes for each meeting documented in this section, and may be requested by your Regional Coordinator. Meeting dates should be entered in MM/DD/YYYY format and each date should be separated by a comma.
8. IIO and SET data previously entered in the NC PBIS Data Management System will automatically be populated into the form. If IIO and SET have not been previously entered, your partially completed application can be saved by scrolling to the top of the page and clicking the “Apply Changes” button. IIO and SET data must appear in the application for it to be considered complete. The IIO can be completed and entered by the school team, but SET data must be entered by the LEA PBIS Coordinator. School Users with questions about submission of SET scores are advised to contact their LEA Coordinator.
9. If the school is applying for green ribbon or model school recognition, skip to step 10. If exemplar recognition is selected, the “For Exemplar Level Only” section must be completed. The LEA User should verify the boxes indicating which data is being submitted in their exemplar PowerPoint to satisfy exemplar requirements. Next, the LEA User should click the “Download” button to download, view, and verify the Exemplar PowerPoint. Then verify the selection of the appropriate radio button to indicate that two consecutive years of aggregated data elements have been reported that demonstrate improvement in both behavior and achievement indicators in the exemplar PowerPoint.
10. Verify that the school administrator has signed the recognition application by typing his/her name in the appropriate box. Once the LEA Coordinator has reviewed the application, s/he should sign the application by typing his/her name in the signature box.
11. At any point, changes can be saved by scrolling to the top or bottom of the page and clicking the “Apply Changes” button. If any changes have been made by the LEA Coordinator, changes must be saved before leaving the screen.
12. After all data has been verified, to complete the application, the LEA Coordinator should complete the final submit process by clicking the “Yes” Radio button (to the left of Yes) in Step

2: Ready for Final Submit, adding any needed message for the Regional Coordinator (will also be visible to the school), changing the status on the dropdown menu to “Request Submitted,” (if all is in order) or “Denied” (if the application is missing data) and clicking the “Click to Apply Changes” button. IMPORTANT: Once the final submit has been completed, no changes can be made to the application.

13. Once the LEA Coordinator has completed the final submit and changed the status to Request Submitted, the Regional Coordinator will review the application and make the final recognition determination based on data submitted. Both LEA and School Users can monitor the progress of the recognition application from their recognition application screens.

4.2 School Menu

4.2.1 Team Information

4.2.2 Implementation Inventory

4.2.3 Action Plan

4.2.4 Universal Behavior Screener >>> (Sub-Menu)

4.2.4.1 Add/Review Student Universal Behavioral Assessment In Current and Prior School Year

4.2.4.2 View All Universal Behavior Assessments in Current and Prior School Year

4.2.4.3 Add (for New Data) Student(s) Behavioral Assessment Tracking Guide

4.2.4.4 View/Edit (for Existing Date) Student(s) Behavioral Assessment Tracking Guide

4.2.4.5 Delete Student Scores for a Specific Student from Behavioral Assessment Tracking Guide

4.2.5 Secondary/Tertiary Data >>> (Sub-Menu)

4.2.5.1 Add Student Records into PBIS

4.2.5.2 Detailed Report of Students Added to PBIS (Also Use to show Pupil #s no longer in school)

4.2.5.3 Add/Review Student Intervention for existing PBIS Students – Or change Active status

4.2.5.4 Review Student Interventions for existing PBIS Students * (this may take a moment)**

4.2.5.5 Check-In/Check-Out (CICO)

4.2.5.6 Check-In/Check-Out (CICO) Interactive Report

4.2.5.7 Small Groups

4.2.5.8 Mentoring

4.2.5.9 Individual Intervention Plan

4.2.6 Positive Acknowledgement Tracking

4.2.7 Request Training

4.2.8 Seclusion/Restraint

4.3 Reports Menu

4.3.1 Accountability - Graduation Rate by Subgroup

4.3.2 Accountability - Performance Composite

4.3.3 Accountability - PRC-29 Students That Graduated

4.3.4 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

4.3.5 Accountability - Reading and Math Percent Proficient by School and Subgroup

4.3.6 CECAS - EC Base Data OLTP PRC-29 Students

4.3.7 DROPOUT - Totals by School

4.3.8 NCWISE - Courses by School

4.3.9 NCWISE - Number of School Days per Month

4.3.10 NCWISE - Student Discipline Aggregate

4.3.11 NCWISE - Student Discipline Detail

4.3.12 Partnership Agreement Status/Participating in PBIS Initiative

4.3.13 PBIS - School Monthly Report*

Reduction in office discipline referral data reflects the impact of PBIS implementation. By showing outcomes of reduced incidents of behavior violation and concomitant increased incidents of behavior compliance, schools can expect to see a greater amount of time for focus on academics as well as higher rates of student success. The PBIS- School Monthly Report provides a summary of essential data for

evaluating disciplinary outcomes for PBIS teams, and replaces the ODR spreadsheet previously used by school teams to monitor office referral data.

The PBIS School Monthly Report includes the following:

1. ODRs vs. Goals

This chart shows your school's triangle data. The bar on the left shows the percentage of students in your school with 0 or 1 office discipline referrals (ODRs), 2-5 ODRs, and 6 or more ODRs based on the data entered into NCWISE as of the report date. The bar on the right displays the goals for the distribution of ODRs: 80% with 0 or 1 ODRs, 15% with 2-5 ODRs, and 5% with 6 or more office referrals.

2. ODRs/100 students /Day/Month

This chart shows the rate of ODRs per 100 students per school day per month for the current school year.

3. Percentage Of ODRs vs. Enrollment By Ethnicity

This chart compares the percentage of students in each ethnic group and their representation as a percentage of ODRs vs. the percentage of enrollment in that ethnic group. Any discrepancy indicates disproportionate representation in ODRs and further examination is recommended.

4. Referrals By Grade Level

This chart shows the distribution of ODRs by grade level.

5. ODRs By Time Of Day

This chart shows the distribution of ODRs by the time of day of the incident.

6. Referrals By Location

This chart shows the distribution of ODRs by the location where the incident occurred.

7. Referrals By Incident Type : Unacceptable Behavior

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Unacceptable Behavior. The ten most frequently occurring problem behaviors are shown below, but other problem behaviors may also have been documented by your school. If no chart is displayed below, your school does not have documented referrals for this category.

8. Referrals By Incident Type: Reportable Offense

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Reportable Offenses. If no chart is displayed below, your school does not have documented referrals for this category.

9. Referrals By Incident Type: Persistently Dangerous

This chart shows the distribution of ODRs by the type of problem behavior in the NCWISE category of Persistently Dangerous. If no chart is displayed below, your school does not have documented referrals for this category.

To access the PBIS School Monthly Report data, click on the link on the reports menu. Confirm that the LEA and School are accurately identified. Because the PBIS School Monthly Report draws data from multiple sources, it may take several minutes to generate the report. The default view of the report shows the data in tables on the screen. To download and save or print a pdf copy of the report that contains graphs of the data click the “view” button on the report screen.

The PBIS- School Monthly Report should be accessed and shared with PBIS team members on a monthly basis for supporting problem-solving activities related to Universal/Core PBIS Implementation.

It is important to note that the data for this report is primarily retrieved from data submitted through NCWise by schools. The quality and accuracy of the data is dependent upon complete and accurate discipline data submission into NCWise. Schools implementing PBIS are expected to enter disciplinary data into NCWise. Users with questions about NCWise should contact their LEA or Regional Coordinator for more information.

4.3.14 PBIS - School Year-To-Date Report*

The PBIS - School Year-To-Date Report provides schools with a data summary that includes Implementation and outcome data. The report is particularly useful at the end of the year to as the team summarizes and plans for the coming year, but the report can be run at any time. Some of the data included, like the performance composite data, is updated annually, while other data points are updated throughout the year as data becomes available.

It will take a minute to generate the report.

School Year-To-Date Report includes the following:

1. **ODRs/100 Student/day:** This chart displays the rate of Office Discipline Referrals (ODRs) per 100 students per school day.
2. **OSS/100 Students:** This chart displays the rate of Out-of-School Suspension incidents (OSS) per 100 students.
3. **Current IIO:** The Implementation Inventory Online (IIO) is a team self-report instrument to assist PBIS teams with evaluating implementation of PBIS at their school. This chart shows the scale scores and the overall IIO level scored.
4. **Current SET or BSET:** The School-wide Evaluation Tool (SET) and Brief SET (BSET) are evaluations conducted by LEA or Regional PBIS staff. This table shows the subscale and overall scores for the evaluation conducted at your school.
5. **Type Of Consequence, # of Events, Days, and Students:** This table summarizes consequences reported including In-School Suspensions (ISS), Out-of-School Suspensions (OSS), Long-Term Suspensions, and Expulsions.
6. **EOG/ EOC Performance Composite:** This graph compares the EOG or EOC performance composite for your school with the state performance composite.

7. **Disaggregated Performance Composite:** This graph shows the disaggregated performance composites for ethnic groups, economically disadvantaged students (EDS), and students with disabilities (SWD) compared to the performance composite for all students at the school.

To access the PBIS School Year-To-Date Report data, click on the link on the reports menu.

Confirm that the LEA and School are accurately identified. Because the PBIS School Year-To-Date Report draws data from multiple sources, it may take several minutes to generate the report. The default view of the report shows the data in tables on the screen. To download and save or print a pdf copy of the report that contains graphs of the data click the “view” button on the report screen.

The PBIS- School Year-To-Date Report can be accessed and shared with PBIS team members throughout the year, but at a minimum should be accessed and utilized annually for reviewing PBIS Implementation practices.

4.3.15 PBIS – Summary Report*

The PBIS – Summary Report provides data relevant to PBIS for all the schools in an LEA on one screen. To access the report, click the “PBIS-Summary Report” link on the Reports Menu tab. By default, the LEA Average and all the schools in the user’s LEA are displayed. To select specific schools from your LEA, shuttle the school(s) to the box on the right and click the “Click Here To Run Report” button. The user can also sort data using the column headers or options on the “Actions” button (see [How to Filter, Sort, and Download Data](#) for more details). LEA Users can also view regional and state averages from the dropdown menu. The report includes the total number of students in the school, the rate of ODRS/100 students/day, triangle data, rate of OSS/100 students, most recent SET Date and Average, most recent IIO Date and Level, and the EOG/EOC Performance Composite for the most recent school year (the date is shown at the top of the screen).

4.3.16 PRC-29 Student Attendance Report

4.3.17 PRC-29 Monthly Report*

The PRC-29 Monthly Report summarizes data from multiple sources for students supported through PRC-29 funds. The NC PBIS Data Management System retrieves the following information for the LEA, School, and individual students:

- Number of days suspended
- Number of days absent
- Number of days attended
- Percentage of days suspended
- Percentage of days absent
- Percentage of days attended
- Number of OSS Events

- Number of Long-Term OSS Events
- Number of Expulsion Events

To access the PRC-29 Monthly Report, click the “PRC-29 Monthly Report” link on the Reports Menu tab. On the PRC-29 Monthly Report by Student - Current School Year Data screen, select the schools for the report by shuttling the school name to the box on the right. Select the month you wish to view from the dropdown menu, then click “Click Here to Run Report.” Because data is compiled from multiple sources, it may take several minutes for the report to appear on-screen. The Report is displayed with LEA Totals at the top, School Totals in the center, and confidential individual student information at the bottom of the screen. The information in this report can also be downloaded and/or filtered (see [How to Filter, Sort, and Download Data](#) for details). For more information about the PRC-29 Monthly Report please contact your Regional Behavior Support Consultant.

4.3.18 PRC-29 End-of-Semester Report*

4.3.19 Title1 Schools

4.4 Manage Permissions*

Each access level in the NC PBIS Data Management System is managed by the user level above it. School Users are managed by their LEA User, and LEA Users are managed by their Regional user.

LEA users will manage permissions for all school users within the LEA. Once the Manage Permissions tab has been selected, a second row of Navigational Tabs will appear. These are Main Menu, Pending Accounts, Active Accounts, Disabled Accounts, and Denied Accounts. The Main Menu tab allows users to exit the Manage Permissions tab and return to the main menu. A more detailed description of each of the other tabs is provided below.

4.4.1 Pending Accounts*

The Pending Accounts Tab provides relevant information about requests to access the NC PBIS Data Management System. It is the default tab for the Secondary Navigational Tabs under the Manage Permissions Tab. The Pending Accounts tab will show all users within the LEA that have requested access to the system and are awaiting approval. The LEA User should carefully review the information submitted by School Users and determine whether or not to approve the request for access.

To Approve a School User:

1. The LEA User will receive an email notification indicating a School User has requested access to the system
2. Log in to the NC PBIS Data Management System
3. Select the Manage Permissions Tab

4. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
5. The LEA User will see the specific user that has requested access.
6. Click on the far left Edit button (Pencil and paper icon) beside the requestor's name
7. Review the information submitted by the requesting user
8. Click "Approve" to approve the user, "Deny" to reject the request, or "Cancel" to exit the screen without making any changes.
9. If approve is selected, an automatic email notification will be sent to the user indicating their account has been approved. If deny is selected, the LEA User should contact the requesting user directly to explain that the request has been denied and the rationale for denying the request.
10. To verify that the user has successfully been added, click on Active Accounts and locate the user

4.4.2 Active Accounts*

The Active Accounts Tab allows LEA Users to review all active accounts within the LEA. These are the accounts that have received approval to access the system. This listing also serves as a contact list for PBIS Team representatives responsible for data entry and management for each of the schools.

To review Active Accounts:

1. Log in to the NC PBIS Data Management System
2. Select the Manage Permissions tab
3. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
4. Select the Active Accounts tab.
5. Review the list of all active accounts within the LEA.

4.4.3 Disabled Accounts*

The Disabled Accounts Tab would be utilized when a School User has been previously approved for access, but is no longer with the school or no longer needs access to the system. This is not an exhaustive list of reasons for disabling user accounts. If you have questions about disabling user accounts, please contact your Regional Coordinator.

To Disable a School User:

1. Log in to the NC PBIS Data Management System
2. Select the Manage Permissions tab
3. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
4. Select the Active Accounts tab
5. Locate the specific user from the listing
6. Click on the far left Edit button (Pencil and paper icon)
7. Review the information submitted by the requesting user
8. Click Disable

9. To verify that the user access has successfully been Disabled, Click on Disabled Accounts and locate the user
10. Contact the user to confirm the account has been disabled

4.4.4 Denied Accounts*

An LEA User might deny a request for access to the NC PBIS Data Management System when the user is not: a PBIS team member, a school staff member, or is an unknown subscriber. This list is not exhaustive. If you have questions about denying requests to the NC PBIS Data Management System, please contact your Regional Coordinator.

To Deny a School User:

1. The LEA User will receive an email notification indicating a School User has requested access to the system
2. Log in to the NC PBIS Data Management System
3. Select the Manage Permissions Tab
4. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
5. The LEA User will see the specific user that has requested access.
6. Click on the far left Edit button (Pencil and paper icon)
7. Review the information submitted by the requesting user
8. Click Deny
9. An automatic email notification will be sent to the user indicating their account has been denied. It is recommended that the LEA User contact the individual to discuss the denial for access to the system.
10. To verify that the user access has successfully been denied, click on Denied Accounts and locate the user

Section 5:

Regional Data

Users

5.1 Regional Menu

The Regional Menu contains links to screens where Regional Coordinators will be able to input and view data about PBIS implementation within their region.

5.1.1 Regional Enter/Update Data

5.1.1.1 School-wide Evaluation Tool Survey Form (SET)*

5.1.1.2 Brief School Evaluation Tool (BSET)

5.1.1.3 Implementation Inventory Online (IIO)*

5.1.1.4 Trainer / Coach / Coordinator Information

5.1.1.5 Trainer Observation

5.1.1.6 Training Log

5.1.1.7 Monthly Report*

5.1.1.8 Technical Assistance Log

5.1.2 REGIONAL REVIEW / ACCEPT

5.1.2.1 Partnership Agreement / Participating in PBIS Initiative*

Regional Users are responsible for entering and tracking information about the commitment to participate in PBIS. This information includes the Partnership Agreement submitted by all schools and data indicating whether the school meets implementation criteria.

Prior to any School User being able to access the system, the Regional User must first indicate that the school has submitted a Partnership Agreement and that the school is actively participating in PBIS.

To Enter Partnership Agreement and Indicate Participation:

1. Click on the Regional Menu Tab
2. Select Partnership Agreement/ Participating in PBIS Initiative link
3. Select the LEA. This will provide a list of all schools within the LEA.
4. Select the school.
5. Click on Edit/View.
6. Answer the following questions:
 - a. Has the agreement been approved? Yes or No.
 - b. When was it approved? Enter the date.
 - c. School meets PBIS trained criteria? Yes or No.
 - d. Does the school currently meet implementation criteria*? Yes or No.
7. Click Apply Changes.

Once the data has been entered for the school, much of the information is visible from the listing by LEA. To review this information follow steps 1-3 above. You will notice that the Agreement Approved, Agreement Approval Date, Team meets trained criteria, Team meets implementing criteria columns now contain the data previously entered for the school.

5.1.2.2 Coach Endorsement Application

5.1.2.3 Trainer Endorsement Application

5.1.2.3 Recognition Application

5.2 LEA Menu

5.2.1 LEA Enter Data

5.2.1.1 Coach Endorsement Application

5.2.1.2 Trainer Endorsement Application

5.2.1.3 Trainer Report

5.2.1.4 School-wide Evaluation Tool Survey Form (SET)

5.2.1.5 Brief School Evaluation Tool (BSET)

5.2.1.6 Implementation Inventory Online (IIO)

5.2.1.7 Coaching Log

5.2.1.8 LEA Planning

5.2.1.9 Action Plan

5.2.2 LEA Review/Release

5.2.2.1 Request Training

5.3 School Menu

5.3.1 Team Information

5.3.2 Implementation Inventory

5.3.3 Action Plan

5.3.4 Universal Behavior Screener >>> (Sub-Menu)

5.3.4.1 Add/Review Student Universal Behavioral Assessment In Current and Prior School Year

5.3.4.2 View All Universal Behavior Assessments in Current and Prior School Year

5.3.4.3 Add (for New Data) Student(s) Behavioral Assessment Tracking Guide

5.3.4.4 View/Edit (for Existing Date) Student(s) Behavioral Assessment Tracking Guide

5.3.4.5 Delete Student Scores for a Specific Student from Behavioral Assessment Tracking Guide

5.3.5 Secondary/Tertiary Data >>> (Sub-Menu)

5.3.5.1 Add Student Records into PBIS

5.3.5.2 Detailed Report of Students Added to PBIS (Also Use to show Pupil #s no longer in school)

5.3.5.3 Add/Review Student Intervention for existing PBIS Students – Or change Active status

5.3.5.4 Review Student Interventions for Existing PBIS Students* (this may take a moment)**

5.3.5.5 Check-In/Check-Out (CICO)

5.3.5.6 Check-In/Check-Out (CICO) Interactive Report

5.3.5.7 Small Groups

5.3.5.8 Mentoring

5.3.5.9 Individual Intervention Plan

5.3.6 Positive Acknowledgement Tracking

5.3.7 Request Training

5.3.8 Seclusion/Restraint

5.4 Reports

5.4.1 Accountability - Graduation Rate by Subgroup

5.4.2 Accountability - Performance Composite

5.4.3 Accountability - PRC-29 Students That Graduated

5.4.4 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

5.4.5 Accountability - Reading and Math Percent Proficient by School and Subgroup

5.4.6 CECAS - EC Base Data OLTP PRC-29 Students

5.4.7 DROPOUT - Totals by School

5.4.8 NCWISE - Courses by School

5.4.9 NCWISE - Number of School Days per Month

5.4.10 NCWISE - Student Discipline Aggregate

5.4.11 NCWISE - Student Discipline Detail

5.4.12 Partnership Agreement Status/Participating in PBIS Initiative

5.4.13 [PBIS - School Monthly Report](#)*

5.4.14 PBIS - School Year-To-Date Report*

5.4.15 PBIS Summary Report*

5.4.16 PRC-29 Student Attendance Report

5.4.17 PRC-29 Monthly Report*

5.4.18 PRC-29 Yearly Report*

5.4.19 Title1 Schools

5.5 Manage Permissions*

5.5.1 Pending Accounts*

The Pending Accounts Tab provides relevant information necessary for approving user access to the NC PBIS Data Management System. It is the default tab for the Secondary Navigational Tabs under the Manage Permissions Tab. The Pending Accounts tab will show all School or LEA Users within the Region

that have requested access to the system and are awaiting approval. The Regional User should carefully review the information submitted by School and LEA Users and determine whether or not to approve the request for access.

To Approve a School or LEA User:

1. The Regional User will receive an email notification indicating a School or LEA within the region user has requested access to the system
2. Log in to the NC PBIS Data Management System
3. Select the Manage Permissions Tab
4. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
5. The Regional User will see the specific user that has requested access.
6. Click on the far left Edit button (Pencil and paper icon)
7. Review the information submitted by the requesting user
8. Click Approve
9. An automatic email notification will be sent to the user indicating their account has been approved
10. To verify that the user has successfully been added, click on Active Accounts and locate the user

5.5.2 Active Accounts*

The Active Accounts Tab allows Regional Users to review all active accounts within the Region. These are the accounts that have received approval to access the system. This listing also serves as a contact list for PBIS School Team or LEA representatives responsible for data entry and management for schools and LEAs within the region.

To review Active Accounts

1. Log in to the NC PBIS Data Management System
2. Select the Manage Permissions Tab
3. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
4. Select Active Accounts.
5. Review the list of all active accounts within the Region.

5.5.3 Disabled Accounts*

The Disabled Accounts Tab would be utilized when a School or LEA User has been previously approved for access, but is no longer with the school/LEA or no longer needs access to the system. This is not an exhaustive list of reasons for disabling user accounts. If you have questions about disabling user accounts, please contact your DPI user.

To Disable a School or LEA User:

1. Log in to the NC PBIS Data Management System
2. Select the Manage Permissions Tab
3. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
4. Select Active Accounts
5. Locate the specific user from the listing
6. Click on the far left Edit button (Pencil and paper icon)
7. Review the information submitted by the requesting user
8. Click Disable
9. To verify that the user access has successfully been Disabled, Click on Disabled Accounts and locate the user

5.5.4 Denied Accounts*

A Regional User might deny a request for access to the NC PBIS Data Management System when the user is not: a PBIS team member, a school staff member, an LEA staff member, or is an unknown subscriber. This list is not exhaustive. If you have questions about denying requests to the NC PBIS Data Management System, please contact your DPI user.

To Deny a School or LEA User:

1. The Regional User will receive an email notification indicating a School or LEA User has requested access to the system
2. Log in to the NC PBIS Data Management System
3. Select the Manage Permissions Tab
4. The row of Secondary Navigational Tabs will appear and is set to default on Pending Accounts.
5. The LEA User will see the specific user that has requested access.
6. Click on the far left Edit button (Pencil and paper icon)
7. Review the information submitted by the requesting user
8. Click Deny

9. An automatic email notification will be sent to the user indicating their account has been denied. It is recommended that the Regional User contact the individual to discuss the denial for access to the system.
10. To verify that the user access has successfully been denied, click on Denied Accounts and locate the user

Section 6:

DPI Data Users

6.1 DPI Menu

6.1.1 School-wide Evaluation Tool Survey Form (SET)

6.1.2 Brief School Evaluation Tool (BSET)

6.1.3 Implementation Inventory Online (IIO)

6.1.4 Partnership Agreement / Participating in PBIS Initiative

6.1.5 Trainer/Coach/Coordinator Information

6.1.6 Trainer Observation

6.1.7 Training Log

6.1.8 Technical Assistance Log

6.2 Reports

6.2.1 5.3.1 Accountability - Graduation Rate by Subgroup

6.2.2 Accountability - Percent of PRC-29 Students Passing Math at the School

6.2.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

6.2.4 Accountability - Performance Composite

6.2.5 Accountability - PRC-29 Student Detail Math and Reading Scores

6.2.6 Accountability - PRC-29 Student Graduation Rate

6.2.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

6.2.8 Accountability - PRC-29 Students that Graduated

6.2.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

6.2.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

6.2.11CECAS - EC Base Data OLTP PRC-29 Students

6.2.12DROPOUT - Totals by School

6.2.13EDDIE - Grade Span to School Type

6.2.14NCWISE - Courses by School

6.2.15NCWISE - Number of School Days per Month

6.2.16NCWISE - Student Discipline Aggregate

6.2.17NCWISE - Student Discipline Detail

6.2.18PBIS - School Monthly Report

6.2.19PBIS - School Year-To-Date Report

6.2.20PRC-29 Student Attendance Report

6.2.21PRC-29 Monthly Report*

6.2.22PRC-29 Yearly Report*

6.2.23Title1 Schools

Section 7:

DPI Administration

7.1 DPI Menu

7.1.1 School-wide Evaluation Tool Survey Form (SET)

7.1.2 Brief School Evaluation Tool (BSET)

7.1.3 Implementation Inventory Online (IIO)

7.1.4 Partnership Agreement / Participating in PBIS Initiative

7.1.5 Trainer/Coach/Coordinator Information

7.1.6 Trainer Observation

7.1.7 Training Log

7.1.8 Technical Assistance Log

7.2 Manage Permissions

7.2.1 Pending Accounts

7.2.2 Active Accounts

7.2.3 Disabled Accounts

7.2.3 Denied Accounts

7.3 Reports

7.3.1 Accountability - Graduation Rate by Subgroup

7.3.2 Accountability - Percent of PRC-29 Students Passing Math at the School

7.3.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

7.3.4 Accountability - Performance Composite

7.3.5 Accountability - PRC-29 Student Detail Math and Reading Scores

7.3.6 Accountability - PRC-29 Student Graduation Rate

- 7.3.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate**
- 7.3.8 Accountability - PRC-29 Students that Graduated**
- 7.3.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)**
- 7.3.10 Accountability - Reading and Math Percent Proficient by School and Subgroup**
- 7.3.11 CECAS - EC Base Data OLTP PRC-29 Students**
- 7.3.12 DROPOUT - Totals by School**
- 7.3.13 EDDIE - Grade Span to School Type**
- 7.3.14 NCWISE - Courses by School**
- 7.3.15 NCWISE - Number of School Days per Month**
- 7.3.16 NCWISE - Student Discipline Aggregate**
- 7.3.17 NCWISE - Student Discipline Detail**
- 7.3.18 PBIS - School Monthly Report**
- 7.3.19 PBIS - School Year-To-Date Report**
- 7.3.20 PRC-29 Student Attendance Report**
- 7.3.21 PRC-29 Monthly Report**
- 7.3.22 PRC-29 Yearly Report**
- 7.3.23 Title1 Schools**

Section 8:
Team Initiated
Problem-Solving
(TIPS)

8.1 Team-Initiated Problem Solving (TIPS)*

Team-Initiated Problem Solving (TIPS) was developed to help school-based teams define roles and responsibilities, foundations, and processes for using data to solve problems in their schools/districts. A brief overview of TIPS has been included in the NC PBIS Data Manual to increase the efficiency and effectiveness of using data for problem-solving in schools and districts implementing PBIS. Teams are encouraged to adapt the content and forms as needed.

TIPS is a process for establishing effective meeting foundations and using data for problem solving and decision making. The process was developed by Steve Newton, Rob Horner, and Anne Todd at the University of Oregon and Bob Algozzine and Kate Algozzine at the University of North Carolina at Charlotte with support from the Institute of Education Sciences (IES).

Building capacity and sustainability using TIPS includes:

1. Conducting effective, efficient meetings when using disciplinary data for problem solving and decision making.
2. Implementing and evaluating solutions that result in positive effects on student achievement, social behavior, and safety.

These outcomes are attainable when teams have successfully used disciplinary and other data that are current, accurate, and believable along with the TIPS meeting minute form as part of the problem solving process.

8.1.1 Roles and Responsibilities

8.1.2 Foundations

8.1.2.1 Documentation during the Meeting

8.1.2.2 Evaluation

8.1.3 Problem-Solving Process

8.1.4 Resources

References

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- Newton, J. S., Todd, A.W., Algozzine, K, Horner, R.H. & Algozzine, B. (2009). *The Team Initiated Problem Solving (TIPS) Training Manual*. Eugene, OR: University of Oregon, Educational and Community Supports, Unpublished Training Manual.
- Newton, S., Horner, R., Todd, A., Algozzine, B., & Algozzine, K. (2010). *TIPS for Trainers: Team Initiated Problem Solving Teaching and Coaching Teams*. Presented by Anne Todd at the PBIS Summer Institute, Greensboro, NC (Summer 2010).

Appendices

Appendix A: NC PBIS Data Management System Terms of Use

Terms of Use

Positive Behavior Intervention and Support (PBIS) DISCLAIMER

The information contained within the North Carolina Positive Behavior Intervention and Support (PBIS) system is confidential and shall not be disclosed to any unauthorized user without prior written permission of the NCDPI. This system and its contents, including the web pages, may not be reproduced, either by photocopy or electronically without prior written permission of the NCDPI. All individuals who are authorized to access and use this system acknowledge the confidential material contained herein and agree to prevent the unauthorized distribution of this website, whether intentional or accidental.

Project Background & Purpose

The North Carolina Positive Behavior Intervention and Support Initiative is a project of the Exceptional Children Division of the NCDPI. The PBIS data management system was federally funded through Individuals with Disabilities Education Act (IDEA) allocations, as part of NCDPI's strategic plan to support prevention and early intervention.

The purpose of the PBIS data management system is to collect, house, and report on information to analyze, support, and improve the implementation of PBIS across the state. The system contains both aggregate information as well as individual student information required to support the decision-making for PBIS implementation. All individual student data reported/accessed is subject to federal and state confidentiality laws, including, but not limited to the Family Educational Rights and Privacy Act (FERPA). Individuals utilizing the data system are responsible for maintaining confidentiality of records. Aggregated school data may also be shared with the OSEP PBIS Technical Assistance Center and may be used for research purposes.

Penalty

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by federal and state law, the contents of this system, shall be liable for all penalties under the law.

For more detailed information and resources on protecting confidential information please refer to the <http://www.ncpublicschools.org/legalnotices/>

In accordance with Federal law this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability. To file a complaint of discrimination, write to:

Dr. Rebecca Garland, Chief Academic Officer
Academic Services and Instructional Support
6368 Mail Service Center
Raleigh, NC 27699-6368
919.807.3200 (phone)

NCDPI is an equal opportunity provider and employer.

Appendix B: NC PBIS Data Management System Frequently Asked Questions

Can LEA Coordinators enter Implementation Inventory data?

Based on feedback from users, data entry for the IIO has been expanded to include LEA Users. It is recommended that School Users continue to enter their data with the support of their LEA coordinator.

Can LEA Coordinators delete school submissions of the Implementation Inventory?

This feature is not available. Once School Users have saved any part of the IIO, even submissions that are incomplete or in process, the IIO file will remain a part of the schools data profile. It will not be submitted, unless the file has been submitted through the Final Submit feature. Erroneous or problematic forms that have been fully submitted in error will need to be permanently deleted by the DPI IT Administrator.

Can LEA Coordinators edit school submissions of the Implementation Inventory?

Yes, School and LEA Users can edit submissions for the IIO. The edit feature for the IIO is only available to both school and LEA Users prior to the final submission. Once the Final Submit has been completed, no further edits can be made to that IIO data record.

Where will BOQ data be entered? Can it be added to the system? Can the BAT be added to the system? How will recognition be managed for schools using the BOQ instead of the SET?

There are no plans at this time to add the BOQ or BAT to the NC PBIS Data Management System. Users should feel free to express concerns about this during the year-end survey. In lieu of completing the SET, the data system provides a platform for completing the B-SET (Brief School-wide Evaluation Tool). For schools applying for recognition during the 2012-13 school year, BOQ data (for schools completing the BOQ instead of the SET) will be submitted through pbisassessment.org to fulfill the recognition criteria. If you have any questions, please clarify whether your school completes the BOQ or SET with your LEA Coordinator.

Will all of the reports and graphs available in SWIS be available from this system?

No, a number of static reports are available through the NC PBIS Data Management System. In the future, a custom report feature will be added to the system to facilitate advanced data reporting. While the NC PBIS Data Management System does not have exactly the same reporting features provided by SWIS, it does have numerous reporting features tailored to the data recommendations and reporting requirements of NC PBIS and is uniquely connected to other agency data collection systems to increase efficiency.

Can we compare last year's data to this year's?

Users will not be able to compare data during the initial year of the NC PBIS Data Management System. We were not able to backfill previous years' data into the system, but the plan is to store 5 years of data in the system over time. If there are particular reports you want to make

sure you will be able to see multiple years of data in (when the data is there), be sure and let us know on the end-of-year survey.

What happens to ODR data overtime- do you have reports forever? Can you pull previous years ODR data if the data is dumped from NCWise annually?

ODR data will be available through the NC PBIS Data Management System for five years.

Can LEA Coordinators enter how long schools have been implementing and Partnership agreement? Can only regional people do this?

Only Regional Users can enter Partnership Agreements and document the implementation status for the school. In order for School Users to access the NC PBIS Data Management System the Regional User must have received the Partnership Agreement and implementation status and entered that into the system.

Minor office referrals- does NC Wise allow for this? - Can teachers track minors? Will Power School allow us to track minors? Motivation?

No, NCWise does not distinguish between major and minor office referrals. The features of Power School have not been presented to users at this time. School and LEA Users interested in having specific features activated or added to either NCWise or Power School are encouraged to contact those agency representatives and request those specific features.

Can we restrict access to individual student information for confidentiality?

No, the NC PBIS Data Management System is not designed to restrict access to approved users of the system. The Terms of Use agreement explains the need for safeguarding confidential, individual student information. Each user is responsible for maintaining confidentiality. The system is designed to provide the data necessary to support PBIS team members with problem-solving with a variety of data. LEA and Regional Users should ensure that all approved users have read and agreed to the Terms of Use and are committed to maintaining confidentiality. LEA Users should consult with their Administrative Leaders to review existing data access guidelines and determine the appropriate personnel to have access.

On the training request information- Can LEAs add choices (training topics) for them under request training? There is a choice to select “others” but can we add a box to provide a description of training offered?

No additional topics can be added to the training choices dropdown box. If “other” is selected, then use the comment box to provide additional details or description of the training. Users should consider providing feedback on this topic via the end of year survey if this option fails to adequately meet your needs.

Can we enter multiple schools per training report form? The screen appears to allow only one school at a time. If the information about the training has been entered at the top of the screen can multiple schools be listed for that same training on this form or will all of the information about the training have to be entered each time you add a school?

At this time, only one school per training report form can be entered at one time. In the future, this feature may be modified to accommodate multiple schools per form.

Can we add additional days for training? (Some trainings are more than 2 days. 3 would be a good number to have listed.) (in the training report)- needs a comment box or something to add additional description.

Training of 3 or more days is not an option at this time. This feature might be modified in the future based on user feedback. Users should consider providing feedback on this topic via the end of year survey.

Trainer information- Everyone can see this information and make changes- view and edit other LEAs forms- this is a problem.

This issue has been resolved and the form has been modified. On the training report tab, a lead trainer name must be selected from the dropdown box to view a particular trainer report. Only lead trainers can edit/modify trainer reports. When multiple trainers provide training opportunities, only one trainer should be listed as the lead trainer and other trainers can be listed in the comment box. All trainers can view trainer reports that they create or any trainer report that lists schools included in their LEA (even if they took place in a different LEA).

What level of access should external coaches have? For how many schools can one person have system access? In other words, if an external coach works with 5 schools can they have access as a School User for all 5 schools?

School Users can only access the **one** specific school associated with their login and LEA Users will have access to **all** schools within that particular LEA. LEA Users should consult with their Administrative Leaders to determine appropriate roles for External Coaches given these parameters.

Can external coaches have a coach's log to track coaching events? Can the coach's log show which LEA User provided the coaching support? Some LEAs have more than one LEA User and would like an overall summary of all coaching supports.

This feature is under consideration by DPI Administrators. Feedback of this nature should be documented on the year-end survey.

Can amount of time be added to the coach's log? (not required item but an option)

This feature is not currently available. Users should consider providing feedback on this topic via the end of year survey.

How do NCWISE and the Data management address the issue of having 2 consequences showing up as two ODRs when really it was only one? Does it filter for unique incident ID numbers?

The reporting features in the NC PBIS Data Management System are designed to calculate ODR rates based upon unique incident numbers. This aspect of the system has sufficiently addressed the concern of duplication of referrals that have more than one consequence (previously calculated on the ODR spreadsheet).

Where will ODR data come from for districts that do not use NCWise?

The NC PBIS Data Management System will only access ODR data through NCWise and/or Power School.

How will recognition/implementation status be handled for LEAs that do not use NCWise?

These topics are under consideration of the PBIS Leadership Team and information will be forthcoming.

Will the PBIS System pull from Power School?

Yes, it is expected that the PBIS System will pull data from PowerSchool when it comes online.

Is it possible to roll out in stages in the LEA? (few schools at a time?)

System access should be granted for all users during the time period allocated for that region. However, LEAs could choose to provide on-going training regarding the system in phases determined based on LEA need.

Can we have access to a training site (where all user level features can be viewed and examples of the reports or data that are available can be viewed)?

The training site is currently being developed. More information will be provided when it becomes available.

Can we explain how to share a screen (available through Microsoft) to provide technical support and see exactly what is on the person's screen?

Please contact your district IT support for this feature.

On the team information tab- the default is set to see every team in any LEA. Can this be changed to only view the teams in your LEA? What do schools see? Do they see all teams in the state or only their own information?

School team information is visible to every system user to support networking among PBIS Implementers. Users can utilize filter features to limit the number of school records displayed.

On the coaching log, after the information is entered it only lists the school number on the summary. Can it show the school name too?

This feature is under consideration by DPI Administrators. Feedback of this nature should be documented on the year-end survey.

On the Action Plan- LEA Users clicking on the LEA tab find the highlighted tab has switched to School User. There is a choice to select LEA or School Action plan. Is this a problem that it switches tabs? Also, will the schools be able to see other schools action plans? Will schools be able to see the LEA action plan? Can action plans be deleted by LEA Users? Can the School delete the LEA action plan?

No, the system appears to "switch tabs" because the screen is built off the same template for both LEA and School Users. LEA Users will be able to upload, view, and delete action plans from their schools and LEA. School Users will be able to upload, view, and delete action plans for their school.

Under reports can schools only access their own data? The LEA Users expressed concern about seeing other schools data. Is there a way to verify that there is not an issue?

It depends upon the report selected. All reports that are currently available as a public record can be accessed for any school. Any reports on the NC PBIS Data Management System that have confidential, individual student data can only be viewed by the users that are approved to view that specific school's data. If you have questions contact your regional coordinator.

If the LEA doesn't use CECAS, how will we use the PRC 29 reporting functions?

Third party users (or those who do not use CECAS) have been asked to add fields to existing data submission reports to DPI so that the data can be accessed through the NC PBIS Data Management System.

Who will provide support and technical assistance for PRC 29 and seclusion/restraint components of the system?

PRC 29 components of the system will be trained and supported by the Regional Behavior Consultants. A plan for providing training for the seclusion and restraint components of the system will be created for year 2 of the Data Management System Training Roll out plan.

What are the reports available on the Schools Reports Tab?

The school reports tab features are the same as the LEA reports tab but some of the data is limited by the user level. In other words, sensitive data is restricted to data in the user's domain (specific school or LEA).

Where can schools enter the number of school days per month, per year? Will the ODR/per day/per month report connect to that information to make an accurate calculation? Can the # of days per month be edited by schools throughout the year?

This information does not need to be entered in the NC PBIS Data Management System. It is retrieved internally from DPI databases. Please ensure that the LEA and School follow DPI procedures to maintain up to date calendar information to facilitate accuracy of this data.

On the School Disaggregated Report, several schools expressed concerns about the accuracy of the enrollment data. Several said that the total #s on the report were more than 2,000. Please verify these calculations.

This issue is currently under investigation. Users will be notified when the problem has been corrected.

What reports are available for CICO?

A plan for providing training on the CICO components of the system will be created for year 2 of the Data Management System Training Roll out plan.

Can users cut, paste, or change the size of the charts in the School Monthly Report or the School Year-to-Date reports?

The charts in the School Monthly Report and the School Year-to-Date report are pdfs so unless they have adobe editing software, they won't be able to edit in the document that pops

up. Software is also available that converts pdfs to editable documents, but I'm not sure how it works for graphics...Here's a work-around:

When the pdf opens in adobe reader, click on the Edit menu and select "take a snapshot." Click and hold down the left mouse button to highlight a square (like the graph you want to put on a single slide or page). When you release the mouse button, you will get a message that "the selected area has been copied." You can then paste this info into another document.

This is something that will work for now, but this is also the kind of feedback that we will be looking for at the end of the year when users complete the end-of-year survey. We will need folks to be very specific so we can try to address their needs.

How do schools access their SET score?

Schools can view their SET scores on the School Year-to-Date Report. It also appears on the PBIS Summary Report, and will be automatically populated in the recognition application (if it has been entered by LEA/Regional Coordinator).

Is there a SET reporting feature for LEA Coordinators?

After LEA coordinators have entered SET data, they will see a list of the data when they click on the SET link from the LEA Menu. SET scores will also appear on the School Year-to-Date Report and PBIS-Summary Report, and will be automatically populated in the recognition application.

Can you get triangulated data that will report which students may need to be considered for Tier 2 or 3 supports (found summary report triangle data, and played with filters, but looking for group data)?

This could be derived from the data in the NCWISE - Student Discipline Detail Report on the Reports Menu. Currently, there is no way to pull this data directly. If this is something schools/LEAs would like to be able to access directly, they should provide this feedback for consideration on the year-end survey.

Preschools - They do not have access to NC wise or PowerSchool. Is there a report that we can load onto the DMS to help track their discipline? We have no way of tracking their information.

Not at this time. If schools would like for this to be considered, they will need to provide this feedback on the year-end survey.